

1. **PURPOSE:** The purpose for this Invitation for Bid is to establish a two-year contract with one 12-month renewal option for physical evidence recovery kits (victim).

2. **DESCRIPTION/SCOPE OF WORK:**

- 2.1 **Performance Requirements**

- 2.1.1 The Contractor shall produce and provide inside delivery for two thousand (2,000) Physical Evidence Recovery Kits (PERKs) within (8) eight weeks of contract receipt. During the contract period, orders may be placed on an as needed basis by the using agency. The minimum number of kits to be ordered on an as needed basis shall not be less than 1,000. Each PERK shall contain the following components or equivalent substitutes meeting the approval of the Purchasing Agency.
    - 2.1.2 One (1) white cardboard **Kit Box** (weight of material used in box must not be less than .055 mil thick) approximately 11" L X 9" W X 3" H. Each box is to be pre-sealed via box top integrity sealing tabs. The specified printing on the **Kit Box** shall be done using PMS 300 blue ink or an approved equivalent. (See Attachment 1 for a description of information to be printed on **Kit Box**).
    - 2.1.3 One (1) set of **Kit Instruction Sheets**, printed front and back on 17" X 11" white stock and folded in half to 8.5" X 11". (See Attachment 2 for example **Kit Instruction Sheets**).
    - 2.1.4 **Forty-five (45) Kit Identification Number Labels** printed on crack-and-peel type label stock and numbered (agency will provide number series to the awarded contractor). The same number will be printed on all 45 Kit Identification labels.
    - 2.1.5 One (1) set **Descriptive Kit Number Labels** printed on crack-and-peel type label stock. Labels (including same Kit Number as above) for each of the following:

(3)Area Collected From \_\_\_\_\_

One (1) Lips/Lip Area Smear  
One (1) Oral Rinse  
One (1) Thighs/External Genitalia Smear  
One (1) Vaginal/Cervical Smear  
One (1) Perianal/Buttocks Smear  
One (1) Anorectal Smear

- 2.1.6 One (1) **Step 1 Sexual Assault Information Form** paper resealable gum-seal envelope measuring approximately 9" X 4 " containing one (1) Step 1 Sexual Assault Information Form printed on 8.5" X 14" four (4) copy NCR paper (white/pink/green/yellow). (See Attachment 3 for an example Sexual Assault Information Form). The following information should be printed on the front (non-seamed side) of the Sexual Assault Information Form envelope: STEP 1; SEXUAL ASSAULT INFORMATION FORM; AFFIX KIT NUMBER LABEL HERE.
- 2.1.7 One (1) **Step 2 Debris Collection** paper resealable gum-seal envelope measuring approximately 5" X 10" containing one 40" X 48" paper drape sheet. The following information should be printed on the front of the Debris Collection envelope: STEP 2; DEBRIS COLLECTION; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY: \_\_\_\_\_
- 2.1.8 One (1) paper **Large Clothing Bag** measuring approximately 30" X 20" with identification labels affixed\*. The following information should be printed on each identification label: STEP 2; LARGE CLOTHING; ARTICLE ENCLOSED:\_\_\_\_\_; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. (See Attachment 4 for a generic example of the layout and type of information to be printed on identification labels).
- 2.1.9 Two (2) paper **Step 2 Clothing** bags each measuring approximately 12" X 18" with identification labels affixed. The following information should be printed on each identification label: STEP 2; CLOTHING; ARTICLE ENCLOSED:\_\_\_\_\_; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. (See Attachment 4 for a generic example of the layout and type of information to be printed on identification labels).
- 2.1.10 One (1) paper **Step 2 Clothing** bag measuring approximately 5" X 10" with identification label affixed\*. The following information should be printed on the identification label: STEP 2; CLOTHING; ARTICLE ENCLOSED:\_\_\_\_\_; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. (See Attachment 4 for a generic example of the layout and type of information to be printed on identification labels).
- 2.1.11 One (1) **Step 3 Lips/Lip Area Swabs and Smear** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) package of single tipped sterile cotton swabs (2 per pkg, each approximately 6" in length), one (1) Step 3 non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic single slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front of the Lips/Lip Area Swabs and Smear envelope: STEP 3; LIPS/LIP AREA SWABS AND SMEAR; (Oral Assault/Fellatio); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY: \_\_\_\_\_. Additionally, the following information should be printed on the

outside of the Swab Box: STEP 3; LIPS/LIP AREA SWABS; AFFIX KIT NUMBER LABEL HERE.

- 2.1.12 One (1) **Step 4 Oral Rinse** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one 4" X 6" ziplock bag with one (1) approximately 15 cc conical plastic vial with screw top. The following information should be printed on the front of the Oral Rinse envelope: STEP 4; ORAL RINSE; (Oral Assault/Fellatio); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_.
- 2.1.13 One (1) **Step 6 Head Hair Standard** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) folded paper sheet measuring approximately 13" X 18". The following information should be printed on the front of the Head Hair Standard envelope: STEP 6; HEAD HAIR STANDARD; AFFIX KIT NUMBER LABEL HERE; This envelope MUST contain twenty five (25) full length head hairs; COLLECTED BY:\_\_\_\_\_.
- 2.1.14 One (1) paper **Step 7 Underpants** bag measuring approximately 5" X 10" with identification label affixed. The following information should be printed on the identification label: STEP 7; UNDERPANTS; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. (See Attachment 4 for a generic example of the required layout and type of information to be printed on identification labels).
- 2.1.15 One (1) **Step 7 Tampon/Sanitary Napkin** wax paper bag measuring approximately 4" X 9" with identification label affixed. The following information should be printed on the identification label: STEP 7; TAMPON/SANITARY NAPKIN; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. (See Attachment 4 for a generic example of the layout and type of information to be printed on identification labels).
- 2.1.16 One (1) **Step 8 Pubic Hair Combing** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) folded paper towel measuring approximately 13" X 18" and one (1) plastic comb measuring approximately 5". The following information should be printed on the front of the Pubic Hair Combing envelope: STEP 8; PUBIC HAIR COMBINGS; (Vaginal Assault/Rape and/or Anorectal Assault/Buggery and/or Oral Genital Assault/Cunnilingus); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_.
- 2.1.17 One (1) **Step 9 Pubic Hair Standard** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) folded paper sheet measuring approximately 13" X 18". The following information should be printed on the front of the Pubic Hair Standard envelope: STEP 9; PUBIC

HAIR STANDARD; AFFIX KIT NUMBER LABEL HERE; This envelope MUST contain twenty five (25) full length pubic hairs; COLLECTED BY:\_\_\_\_  
\_\_\_\_\_.

- 2.1.18 One (1) **Step 10 Thighs/External Genitalia Swabs and Smear** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) package of single tipped sterile cotton swabs (2 per pkg, each approximately 6" in length), one (1) Step 10 non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front of the Thighs/External Genitalia Swabs and Smear envelope: STEP 10; THIGHS/EXTERNAL GENITALIA SWABS AND SMEAR; (Vaginal Assault/Rape and/or Oral Genital Assault/Cunnilingus); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. Additionally, the following information should be printed on the outside of the Swab Box: STEP 10; THIGHS/EXTERNAL GENITALIA SWABS AND SMEAR; AFFIX KIT NUMBER LABEL HERE.
- 2.1.19 One (1) **Step 11 Vaginal/Cervical Swabs and Smear** paper resealable gum-seal envelope measuring approximately 5" X 7" containing two (2) packages of single tipped sterile cotton swabs (2 per pkg, each approximately 6" in length), one (1) Step 11 non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front on the Vaginal/Cervical Swabs and Smear envelope: STEP 11; VAGINAL/CERVICAL SWABS AND SMEAR; (Vaginal Assault/Rape); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. Additionally, the following information should be printed on the outside of the SWAB BOX: STEP 11; VAGINAL/CERVICAL SWABS AND SMEAR; AFFIX KIT NUMBER LABEL HERE.
- 2.1.20 One (1) **Step 12 Perianal/Buttocks Swabs and Smear** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) package of single tipped sterile cotton swabs (2 per pkg, each approximately 6" in length), one (1) Step 12 non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front of the Perianal/Buttocks Swabs and Smear envelope: STEP 12; PERIANAL/BUTTOCKS SWABS AND SMEAR; (Anorectal Assault/Buggery); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. Additionally, the following information should be printed on the outside of the Swab Box: STEP 12; PERIANAL/BUTTOCKS SWABS; AFFIX KIT NUMBER LABEL HERE.

- 2.1.21 One (1) **Step 13 Anorectal Swabs and Smear** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) package of single tipped sterile cotton swabs (2 per pkg, each measuring approximately 6" in length), one (1) Step 13 non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front of the Anorectal Swabs and Smear envelope: STEP 13; ANORECTAL SWABS AND SMEAR; (Anorectal Assault/Buggery); AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. Additionally, the following information should be printed on the outside of the Swab Box: STEP 13; ANORECTAL SWABS; AFFIX KIT NUMBER LABEL HERE.
- 2.1.22 Three (3) **Step 14A Additional Swabbings and Smear** paper resealable gum-seal envelopes each measuring approximately 5" X 7" containing one (1) package of single tipped sterile cotton swabs (2 per pkg, each approximately 6" in length), one (1) Step 14A non-absorbent Swab Box measuring approximately 6" (with ventilation holes), and one (1) plastic slide holder containing one (1) painted (white)-on-one-end microscope slide. The following information should be printed on the front of each Additional Swabbings and Smear envelope: STEP 14A; ADDITIONAL SWABBINGS AND SMEAR; AREA COLLECTED FROM \_\_\_\_; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_. Additionally, the following information should be printed on the outside of each Swab Box: AREA COLLECTED FROM:\_\_\_\_\_; STEP 14A; ADDITIONAL SWABBINGS; AFFIX KIT NUMBER LABEL HERE.
- 2.1.23 One (1) **Step 14B Foreign Material Collection** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) 8.5" X 11" folded paper sheet. The following information should be printed on the front of the Foreign Material Collection envelope: STEP 14B; FOREIGN MATERIAL COLLECTION; AREA COLLECTED FROM:\_\_\_\_; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_.
- 2.1.24 One (1) **Step 14B Foreign Material Collection Containing Fingernail Scrapers** paper resealable gum-seal envelope measuring approximately 5" X 7" containing two (2) 8.5" X 11" folded paper sheets and two (2) white plastic fingernail scrapers each measuring approximately 2" in length. The following information should be printed on the front of the Foreign Material Collection Containing Fingernail Scrapers envelope: STEP 14B; FOREIGN MATERIAL COLLECTION CONTAINING FINGERNAIL SCRAPERS; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY:\_\_\_\_\_.

- 2.1.25 One (1) Step **15 Known Blood Sample** paper resealable gum-seal envelope measuring approximately 5" X 7" containing one (1) 4" x 6" ziplock bag. The following information should be printed on the front of the Known Blood Sample envelope: STEP 15; KNOWN BLOOD SAMPLE; AFFIX KIT NUMBER LABEL HERE; COLLECTED BY: \_\_\_\_\_.
- 2.1.26 One (1) **Step 16 Specimen Checklist** paper resealable gum-seal envelope measuring approximately 9" X 4" containing one (1) Step 16 Specimen Checklist printed on 8.5" X 14" four (4) copy NCR paper (white/pink/green/yellow). The following information should be printed on the front of the Specimen Checklist envelope: STEP 16; SPECIMEN CHECKLIST; AFFIX KIT NUMBER LABEL HERE. (See Attachment 5 for an example Specimen Checklist).
- 2.1.27 Two (2) red Police/Biohazard **Evidence Seals** each measuring approximately 6" X 1" (for re-sealing kit box after specimen collection). The following information should be printed on the Evidence Seals: EVIDENCE; INITIAL HERE\_\_\_\_; WARNING POLICE SEAL DO NOT REMOVE; Biohazard symbol.
- 2.1.29 One (1) fluorescent red **Biohazard sticker** measuring approximately 3" x 2". The following information should be printed on the sticker: BIOHAZARD; universal biohazard symbol.
- 2.1.30 One (1) 60 lb. paper **Evidence Transport Bag** with handles measuring approximately 13" X 6" X 16" with Evidence Transport Bag identification label. The following information should be printed on the Evidence Transport Bag identification label: EVIDENCE TRANSPORT BAG; DO NOT SEAL THIS BAG; AFFIX KIT NUMBER LABEL HERE; PATIENT's NAME:\_\_\_\_\_; AFFIX BIOHAZARD STICKER HERE; AFFIX KIT NUMBER LABEL HERE.
- 2.1.31 One (1) 3 inch golf pencil.
- 2.1.32 One (1) **Supplemental Instruction Sheet** printed on 8.5" X 11" fluorescent pink paper. (See Attachment 6 for example).
- 2.1.33 One (1) **QUESTIONNAIRE FOR DRUG-FACILITATED SEXUAL ASSAULT CASES** printed on 8.5" X 11" white stock (See attachment 7 for example)

**Performance Requirement (reference 2.1.2)**

One (1) white cardboard Kit Box (weight of material used in box must not be less than .055 mil thick) approximately 11" L X 9" W X 3" H. Each box is to be pre-sealed via box top integrity sealing tabs. The specified printing on the Kit Box shall be done using PMS 300 blue ink or an approved equivalent. (See Attachment 1 for a description of information to be printed on Kit Box).

**Performance Requirement (reference 2 .1.3)**

One (1) set of Kit Instruction Sheets, printed front and back on 8.5" X 11" white stock.

**See attached instruction sheet.**



**Performance Requirement (reference 2.1.6)**

One (1) Step 1 Sexual Assault Information Form paper resealable gum-seal envelope measuring approximately 9" X 4" containing one (1) Step 1 Sexual Assault Information Form printed on 8.5" X 14" four (4) copy NCR paper (white/pink/green/yellow). (See Attachment 3 for an example Sexual Assault Information Form). The following information should be printed on the front (non-seamed side) of the Sexual Assault Information Form envelope; STEP 1; SEXUAL ASSAULT INFORMATION FORM; AFFIX KIT NUMBER LABEL HERE.

**See attached information sheet.**

***GENERIC EXAMPLE OF LAYOUT AND TYPE OF INFORMATION***

TO BE PRINTED ON IDENTIFICATION LABELS OR

**DIRECTLY ON THE BAG**

**Performance Requirement (reference 2.1.26)**

One (1) Step 16 Specimen Checklist paper resealable gum-seal envelope measuring approximately 9" X 4" containing one (1) Step 16 Specimen Checklist printed on 8.5" X 14" four (4) copy NCR paper. The following information should be printed on the front of the Specimen Checklist envelope: STEP 16; SPECIMEN CHECKLIST; AFFIX KIT NUMBER LABEL HERE.

**See attached information sheet.**

One (1) **Supplemental Instruction Sheet** printed on 8.5" X 11" fluorescent pink paper.  
(Reference 2.1.32)

**See attached information sheet.**

One (1) **QUESTIONNAIRE FOR DRUG-FACILITATED SEXUAL ASSAULT CASES**  
printed on 8.5" X 11" fluorescent pink paper. (Reference 2.1.33)

**See attached information sheet.**

3. **SPECIFIC BID REQUIREMENTS:** Bidders must submit the following to be a responsive bid.

3.1 One original and two copies of the bid.

3.2 A prototype PERK (representative of the material being bid) which contains all of the components specified in section 2.1 or equivalent substitutes meeting the approval of the requesting agency.

3.3 A statement assuring that the Bidder can provide inside delivery of 2,000 of the specified kits in eight weeks or less from the time of contract receipt.

3.5. A list of at least 3 recent projects of the type and quality as offered in this Bid to include the type of project, name/phone of reference, and date completed.

Type of Project	Name of Reference	Phone No.	Date Completed
1.			
2.			
3.			

4. **PRE-PRODUCTION APPROVAL:** Pre-production run samples are required. Samples shall be submitted for approval by the Contractor prior to the starting of production. Samples will be inspected for conformance to specifications and quality. Failure to obtain approval of these production samples may result in the cancellation of the order. Agency contact point for the contractor to obtain approval will be given at the time of the award of this solicitation.

5. **PRICING:**

Initial order: 2,000 minimum \_\_\_\_\_ price per kit:

Subsequent orders: 1,000 minimum \_\_\_\_\_ price per kit

\*\*\*NOTE: FOB Destination, price per kit to include freight charges

6. **DELIVERY:** Orders to be delivered to:

The Department of Forensic Science  
Central Laboratory  
Attn: Donnell Jackson  
700 North 5<sup>th</sup> Street  
Richmond, VA 23219

7. **TERMS AND CONDITIONS:** The COMMONWEALTH OF VIRGINIA'S General Terms and Conditions apply to this solicitation as well as the Special Terms and Conditions listed below:

A. **ADDITIONAL INFORMATION:** The Commonwealth reserves the right to ask any bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which the Commonwealth deems desirable.

B. **ART WORK:** Art work is being done in Illustrator. The camera ready art will be provided on CD as EPS or PDF files. Please advise below of your choice:

Art work: \_\_\_\_\_

C. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

D. **AWARD:** The Commonwealth will make the award on an **Extended Grand Total** basis to the lowest responsive and responsible bidder. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

E. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for **90 days**. At the end of the **90 days** the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled

F. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.

G. **BID SAMPLES:** Bidders shall provide a bid sample for each item in this invitation for bids when called for. Failure to submit samples when requested may be cause for rejection of your bid.

Bid samples shall be an exact and true representative sample of the actual material offered. **Each bid sample shall be properly tagged or labeled with the name of the bidder and manufacturer, inquiry number.** Bid samples shall be provided at

no additional cost to the Commonwealth. Bid samples will be handled and disposed of in accordance with paragraph 5.8 of the Vendor's Manual. Furthermore, the Agency reserves the right to secure additional check samples from the actual materials supplied. In the event the check samples fail to conform with the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional cost to the Commonwealth.

1. Submit bid samples to: **Department of Criminal Justice Services  
Purchasing Department  
Attn: Susan McNeil, Buyer  
202 North 9<sup>th</sup> Street, 10<sup>th</sup> floor  
Richmond, VA 23219**

- H. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- I. **DELIVERY SERVICE:** Delivery of all requested contract items is expected to be made within **21 calendar** days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract. Bidders shall indicate their firm delivery date as follows: \_\_\_\_\_\* days after receipt of order. **\*Initial order only**
- J. **MINIMUM ORDERS:** Will be for a **minimum of 1000 Kits each** for F.O.B. delivery to ordering agency within the Commonwealth of Virginia.
- K. **PAPER SIZE:** Please note all pages of the Invitation for Bid is on 8-1/2" x 11" sheets of paper. Some pages have been reduced from 8-1/2" x 14" and are so noted, and are to be supplied in that size.
- L. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: **CPI-W /services** No price increases will be authorized for **365** calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each **365** days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with



the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

- M. PROOFS:** Pre-production samples are required for approval by user before production starts. Written approval must be provided to contractor. Non-Compliance may result in cancellation of contract.
- N. RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for **one 12 month period**, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
- O. SAMPLES:** sample boxes are to show weight of cardboard, folding, printing, wording, colors, and contents.
- P. TELEPHONE NUMBERS:** Please list the telephone number, facsimile telephone number, and the name of responsible persons of your company who may be contacted regarding this contract. List sales and service offices, addresses and phone numbers:

CONTACT PERSON: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_